

13 May 1959

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Honor Awards

1. This memorandum contains a recommendation for your approval in paragraph three.

2. In pursuance to your request, I have looked into the Agency system for honor awards and the method by which it has been applied. I believe that the present system is basically sound and that its administration has been appropriate. It would appear, however, that the Honor Awards Board may be in need of additional guidance from you as to the philosophy behind the granting of honor awards. With this additional guidance, I believe that the Honor Awards Board will function satisfactorily under the present setup. If this does not prove to be the case, I would then suggest that certain of the awards be processed through the Career Council to you, thereby affording the Career Council an opportunity to monitor awards to senior officers. However, if we can avoid this creation of an additional level of review, it would be desirable.

3. The following recommendations are made for your approval:

a. that the Honor Awards Board be advised that cash awards can be made to all employees regardless of grade, including supergrades provided that their accomplishments have resulted in either direct savings to the Government or of more beneficial utilization of manpower, and that medals should similarly be awarded for outstanding accomplishments of this nature;

b. that the Career Council annually review the activities of the Honor Awards Board to insure that its criteria are acceptable to all elements of the Agency;

c. that on 1 May 1960 the Chairman of the CIA Career Council report on the first annual review by the Council of the awards system and indicate at that time whether any further change in procedures is required.

/s/ Lyman Kirkpatrick

Lyman B. Kirkpatrick
Inspector General

(EXECUTIVE REGISTRY FILE

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CONCUR:

Deputy Director of Central Intelligence

15 MAY 1959

Date

APPROVED:

SIGNED

Director of Central Intelligence

23 JUN 1959

Date *

(* DCI signed as approving approximately 21 May, but asked that copies be sent to the deputies for concurrence before it should be considered final approval. This was done, and last concurrence received 23/6/59.)

cc: DDCI
D/PER

IG/LBK/drm

Distribution:

Original and 1 - Addressee - To D/Per. via Dols - 23/6/59
1 - DDCI
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1 - IG

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1 - DCI 1 - DDCI

1 - ER✓ 2 - IG 7 May 1959

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1. This memorandum contains a recommendation for your approval in paragraph three.

2. In pursuance to your request, I have looked into the Agency system for honor awards and the method by which it has been applied. I believe that the present system is basically sound and that its administration has been appropriate. It would appear, however, that the system could be strengthened by utilizing the Agency Career Council as the final approving body in those instances where the individual concerned is a supergrade. At the present time the Chairman and one member of the Honor Awards Board are supergrades while the other two are GS-15's. I would also suggest that a system could be devised whereby the awards would be passed through the Career Council to you, although I would stress that this should be done expeditiously and should not necessarily mean a meeting of the Career Council to consider each of these. This latter suggestion, of course, has certain security hazards, but special channels could be devised for those awards involving extremely sensitive projects. Finally, I believe that the Board should be advised that the level of employment, e.g., supergrade, should not necessarily be a disqualifying factor for a cash award.

3. If you approve of the above suggestions, I would recommend that this memorandum be forwarded to the Director of Personnel to undertake the necessary action to accomplish them.

Lyman B. Kirkpatrick
Inspector General

APPROVED:

Director of Central Intelligence

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4-5029

4 June 1959

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Memorandum to: Mr. [] Alice, June, Barbara

Please refer any telephone calls or correspondence that may
be received from a [] to this office.

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[]
Lyman B. Kirkpatrick
Inspector General

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cc:

[]

Executive Registry ✓

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